

SALARY AND BENEFITS

The Assistant City Attorney annual salary is normally appointed at 85% of Control Point, which is approximately \$132,540. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$155,928. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., September 19, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume and supplemental questionnaire. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.ci.santa-clara.ca.us**

8/22/08-57-08-015U

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

The City of Santa Clara



Invites Applications
for the position of

ASSISTANT CITY ATTORNEY

OFFICE OF THE CITY ATTORNEY

**Preferred Filing Date:
September 19, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$556.2 million.

OFFICE OF THE CITY ATTORNEY

The City Attorney's Office is comprised of five attorneys, three supporting staff and a part-time law clerk. The City Attorney's Office represents the City, which is a chartered California municipal corporation, at the direction of the City Council. The City Attorney's Office represents and advises the City Council and all other appointed City officers in matters pertaining to their offices. The City Attorney is appointed by the City Council.

The City Attorney's Office also provides legal support and services to the City Manager's Office and all City departments. The philosophy of the City Attorney's Office is to assist the City and its departments by providing pro-active counsel to help avoid legal problems and to minimize the impacts when they occur. The City Attorney's Office also monitors and coordinates the activities of outside counsel who provide specialized legal services to the City.

Representatives of the City Attorney's Office appear on behalf of the City in court and at administrative proceedings and various City commissions, whenever requested to do so by the City Attorney. The City Attorney's Office prepares and reviews contracts, ordinances, resolutions and other legal documents; prosecutes cases for violations of the Municipal and Uniform Codes; provides negotiation support for City contracts; and, represents the City in civil litigation.

THE POSITION

This is a professional/managerial position in the unclassified service. An incumbent in this classification must exercise independent judgment and discretion; manage, control, and direct employees; and formulate administrative policies for the effective use of assigned personnel. The position requires a demonstrated ability to work well with management, professional and administrative support employees in the Office; with clients, professionals, managers, City's executive management team and all City Departments and elected and appointed officials from the City and various boards, commissions, and committees.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- J.D. or L.L.B. from an accredited law school;
- Six (6) years recent experience in the general practice of law. Four (4) years of the qualifying experience must include dealing with municipal, county or state governmental agencies in the State of California;
- One year of supervisory experience is desirable; and
- Trial experience is highly desirable.

CERTIFICATION

- Active member in good standing of the State Bar of California is required;
- Admission to the Federal District Court and Federal Appeals Court Bar is desirable.

LICENSE

Possession of an appropriate, valid California driver's license is required at time of application and for duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of civil, criminal, constitutional, and administrative law; trial procedures and rules of evidence; and, research resources and state of the art methods of legal research techniques.
- General statutory and case law, with specific knowledge of law related to municipal government functions;
- Principles and practices of government organizations, powers and limitations of governmental functions, organizational management and supervision;
- Office practices, procedures and standards; and
- Organization and operating procedures of a municipal attorney's office.

Ability to:

- Communicate both orally and in writing in a highly effective manner;
- Prepare analysis of law, fact, and argument, clearly and logically;
- Analyze, appraise and apply legal principles and precedents to difficult legal problems and use independent judgment;
- Present statements of law, fact, and argument clearly and logically, including presenting complex cases in court, including jury trials;
- Prepare complex legal opinions and a wide variety of sophisticated legal documents;
- Have a common-sense approach to decision making and balancing the needs of the requesting City client;
- Work both collaboratively and independently using sound judgment, initiative, creativity and discretion in responding to sensitive community and organizational issues, concerns, and needs;
- Effectively manage, organize, train and supervise assigned staff;
- Build credibility, trust and strong working relationships with internal and external clients by working cooperatively and collaboratively, by working in a team environment, by seeking input from others, by listening and communicating, by using tact and discretion

and by communicating, when appropriate, technical information in non-technical terms;

- Handle stressful or sensitive situations with tact and diplomacy;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Handle a range of assignments from routine to complex;
- Actively manage assignments with minimal supervision; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

Skill in:

- Performing detailed and extensive legal research on complex issues using the latest in specialized legal computer software and technology, i.e. Westlaw, internet;
- Preparing and presenting complex cases in court, including jury trials; and Computer technology, i.e. Microsoft Office Suite programs (Word, Excel, PowerPoint).

SUPERVISION RECEIVED

Will work under the general direction of the City Attorney or designee.

SUPERVISION EXERCISED

May supervise personnel as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

SPECIAL CONDITIONS

- May be required to work odd and unusual hours.
- Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.